Department of Information Services
Customer Advisory Board
April 30, 1998
Meeting Minutes

MEMBERS PRESENT:
Darrel Riffe, CAB Chair, Department of Revenue
Phil Grigg, Department of General Administration
Thomas Bynum, Department of Employment Security
Doug Tanabe, Department of Personnel
Dan Parsons, Washington State Patrol
Mary Ellen Bradley, Department of Fish and Wildlife
Judy Schneider, Department of Social and Health Services
Fran Muskopf, Department of Health
Tom Brewer, Department of Licensing
Marla Kentfield, Office of the State Treasurers
Betty Tenney, Community Technical Colleges
Shelagh Taylor, Department of Labor and Industries
Steve Collins, Department of Corrections
Julie Boyer, Department of General Administration
Don Price, Department of Corrections
Mike Kretzler, Utilities and Transportation Commission
Dennis Jones, Office of Financial Management
Bob Monn, Department of Ecology
Tom Martin, Washington State Library
Warren Lindlauf, Department of Licensing
Tom Parma, Department of Financial Institutions
Tom Neitzel, Health Care Authority
Rand Daley, Department of Retirement Systems
Brian Gillespie, Washington Utilities and Transportation Commission
Bob Monn, Department of Ecology

DIS STAFF PRESENT:
Steve Kolodney, Director
Todd Sander, Deputy Director
John Saunders, Year 2000
Carolyn Barkley, Year 2000
Mary Lou Griffith, MOSTD
David Koch, MOSTD
Rich Martin, MOSTD
Dennis Hausman, MOSTD
Dave Kirk, MOSTD
Stan Ditterline, MOSTD

Call to order: Darrel Riffe, DIS Customer Advisory Board Chair, called the meeting to order at 1:30 pm.

Access Washington **- Steve Kolodney**
Steve alerted the group that they are developing a new Home Page for DIS. The prototype for "Access Washington" will be presented at the next CAB meeting.

Remote Access to DIS **- Greg Emans**
Phil Grigg informed the group that the Architecture Sub-Committee has been working on the Statewide Digital Database for Remote Access to DIS. Greg Emans gave a presentation showing the progress that has been made. The proof of concept has been completed.

Year 2000 Facility Infrastructure **- Julie Boyer**
Julie discussed the issue of whether your facilities are Y2K compliant. This is an issue that all state agencies are currently dealing with. A letter has been sent to all the state leased building owners asking whether they are compliant. They will be providing their program design to the Steering Committee by May 18, 1998. An update will be provided at the next CAB Meeting. If you have any concerns, please contact her at 664-2197.

Year 2000 Executive Steering Committee Update **- John Saunders**
John gave an the status on the progress of the committee. They have been working on Contingency Planning. He distributed a "Summary of Interface Information as of April 30" listing the agency and the number of interfaces. If any information needs to be added to the list, please contact Carolyn Barkley at 902-3445. The federal government and states are trying to ensure the reporting formats are consistent. The **URL** is **www.nasire.org\dataexchanges\index.html**. Judy thanked DIS for leadership on this issue. Agencies have been asked to submit a letter to Todd Sander, as the Chief of Staff for the Information Services Board, with a copy to John Saunders, when applications are certified.

CAB Sub-Committee Reports - Darrel Riffe

Human Resource Sub-committee - Doug Tanabe/Sherrie Ilg
Doug provided a handout on the "Proposal to Deal with Recruitment and Retention Difficulties". Sherry provided a review of the handout. The CISS 1 & 2 job descriptions were approved at the March Personnel Board meeting. A streamlined process to hire new community college graduates into entry level IT jobs titled "Community College Recruitment Program (CCRP)" has been implemented at DOP.

Architecture Sub-Committee - Phil Grigg
Phil stated that the number one priority is the DIS Remote Access issue. For more information, contact him at 902-7452 or via e-mail.

County/Local Sub-Committee - Dan Parsons/Mike Almvig
Dan provided an update on what the committee has been discussing.   He stated the next ACCIS meeting will be held May 14 & 15, 1998.

Finance Sub-Committee - Judy Schneider
No report

New Business

Portfolio Management - Todd Sander
The sub-committee will meet on May 11, 1998. The document is still in the development process. The committee will be reporting back to the CAB on progress made to date.

Inventory Reporting - Paul Taylor
Paul gave a heads up about the "Biennial IT Performance Report - Reporting Requirements". The Legislature directs agencies to prepare biennial performance reports on information technology which, taken together are the basis of the statewide performance report that is likewise required under statute. The agencies need to complete two forms: Agency Worksheet and Business Unit Worksheets. DIS is asking the agencies to submit to DIS the names of the business units by May 15, 1998 that will be responding to the performance report survey, to include names, phone numbers and e-mail address of the contact people for each business unit. On June 8, 1998 the Web-enabled reporting application becomes available for agency use. During the time period of June 8-19, 1998 the agencies are required to submit their responses and between June 22-26, 1998, factual verification will take place by the lead IT organizations and DIS. If you need more information, please contact Paul Taylor at 902-2983.

Next Meeting
The next CAB meeting is scheduled for Tuesday, May 26, 1998 from 1:30 - 3:30 in the DIS Board Room

Meeting Adjourned.